

COMPENSATION & BENEFITS

Annual Salary: \$132,916 — \$201,179

This position is subject to the provisions of the County Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range 16. The successful candidate may be appointed to any salary within the range, depending on qualification.

Benefits: The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

- **Retirement Plan:** The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees do not pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. ***The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.***
- **Cafeteria Benefit Plan:** The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, life, and AD&D insurance. Note: Not applicable to County employees who are currently in Flex.
- **Non-Elective Days:** 10 paid days per year with the option to buy an additional 1 to 20 elective annual leave days.
- **Flexible Spending Accounts:** Employees may contribute up to \$400 per month, tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k):** Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457):** Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays:** 11 paid days per year.

SOCIAL SECURITY ACT OF 2004

Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.



THE COUNTY OF LOS ANGELES
Invites Resumes
For

Deputy Chief, Probation
(Payroll Title: Deputy Director, Probation, Unclassified)



Filing Period
March 27, 2012—Until the Position is Filled

Rebuilding Lives and Providing Healthier and Safer Communities



THE COUNTY OF LOS ANGELES

With a population of more than 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities, and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor-Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 26 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-six (36) major administrative units or departments that currently serve the needs of the County's residents.

In fiscal year 2011-12, the County has an annual budget in excess of \$24 billion and funding for over 100,000 positions to serve its diverse population.

THE PROBATION DEPARTMENT

The County of Los Angeles Probation Department was established in 1903 and has since become the largest probation department in the world. With a current operating budget of approximately \$700 million and 6,000 budgeted positions, the Department promotes public safety, ensures victims rights, and facilitates a positive change in adult and juvenile probationers. The Department is involved with evidence-based practices.

The Department also serves all Superior Courts of Los Angeles County, and provides an extensive range of services, which include: recommending and enforcing court-ordered sanctions for probationers; operating juvenile correctional institutions, including, the detention of approximately 3,600 juvenile offenders; supervising and monitoring approximately 62,000 adult probationers and 20,000 juvenile probationers; preventing and reducing criminal activity by developing and implementing strategies from early intervention through suppression; and proactively seeking out and maximizing all opportunities to positively impact the behavior of probationers, their families, and their communities.

Over two-thirds of the Department's employees are engaged in some aspect of professional probation work. The Department has over 50 work locations including three juvenile halls, 19 residential treatment facilities, one day reporting center, and over 20 field services offices. The Department's headquarters are located in Downey, California.

THE POSITION

The Deputy Chief, Probation reports to the Assistant Chief Probation Officer and is responsible for assisting in the administration of the department providing overall direction, management and evaluation of one of two major bureaus providing services in areas such as detention services, residential treatment services, juvenile field services, adult field services, juvenile special services or placement services.

The position has executive and administrative responsibility for Bureau operations, programs, and services including operational and program policy development and implementation, personnel administration, budget and fiscal services, program evaluation, contracted services, and staff training. The incumbent must have the ability to direct operations through subordinate managers, exercise effective verbal and written communication skills, as well as the ability to represent the Probation Department and the County of Los Angeles to other agencies.

The duties of the Deputy Chief, Probation include, but are not limited to the following:

- Plans, organizes, directs, and evaluates the daily management of a major bureau within the Probation Department.
- Oversees the management of multiple bureau operations including highly diversified programs.
- Plans and implements bureau-wide policies and methods to coordinate and improve performance and work procedures necessary to increase efficiency, reduce administrative costs, and improve services.
- Assists in the formulation of bureau and departmental goals, objectives, priorities and policies.
- Directs and coordinates the preparation of the budget for the bureau and directs its execution to ensure appropriate use and expenditure of funds and other resources.
- Provides administrative direction to bureau personnel and employee relations actions.
- Directs the development and implementation of all bureau contractual agreements consistent with departmental and countywide contract policies.
- Directs the analysis of legislation affecting probation services and programs and makes recommendation for change.
- Plans, organizes and directs the enforcement of State, federal and local laws and ordinances related to assigned bureau operations and activities.
- Coordinates bureau operations and activities to ensure services provided meet State, federal and local regulations and standards, and to ensure consistency in standards, operations and decision-making.
- Directs the development of the overall purpose for assigned bureaus, as well as implementation of the department's strategic plans.

EXPERIENCE & EDUCATION

A Bachelor's degree from an accredited college or university and four years of increasingly responsible managerial or administrative experience of the daily activities of a major diversified probation program or function such as detention services, residential treatment services, adult field services, juvenile field services or placement services, including developing, managing, and evaluating program goals, work methods, policies, personnel, and budget.

Two years of the required experience must have been directing through subordinate managers, a major operating bureau of a large and complex organization providing services in the field of probation, parole or correction.

OTHER REQUIREMENTS: Certificate of completion of a 40-hour introductory training course on the laws of arrest under Penal Code Section 832 and the Commission on Peace Officer Standards and Training (POST) is required within 90 days of appointment.

LICENSE: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

- Experience in planning and implementing bureau-wide policies and methods to achieve maximum operational efficiency and reduce administrative costs.
- Experience working effectively with public officials, agencies, community groups, private organizations, and various segments of the justice system.
- Demonstrated knowledge, skills, and abilities required to develop, administer and monitor the department's contracting program to increase effectiveness and efficiency and reduce administrative costs.
- Demonstrated knowledge, skills and abilities in the development and preparation of a major bureau's budget for inclusion into the overall department's budget.
- A Masters degree in Public Administration, Business Administration or closely related field.
- Excellent oral and written communication skills.

TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing education completed, positions held, current salary, professional qualifications and accomplishments.

Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Experience and Education and Desirable Qualifications & Experience sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Resumes, received by **April 17, 2012**, will receive first consideration.

Electronic submittals are strongly preferred and should be submitted to ExecutiveRecruitment@hr.lacounty.gov.

Please indicate the position title of Deputy Chief, Probation in the subject line of your e-mail.

Confidential inquiries welcomed to:

PENNY TORRES
Department of Human Resources
Executive Services Division
Kenneth Hahn Hall of Administration
500 West Temple Street – Room 555
Los Angeles, CA 90012
Telephone: (213) 893-9770
Fax: (213) 613-4773



DESIRABLE QUALIFICATIONS & EXPERIENCE

- Extensive experience in planning, directing, administering, coordinating and evaluating the operations and programs related to probation services, such as detention services, residential treatment services, adult field services, juvenile field services or placement services.
- Thorough knowledge of current trends and development in the fields of probation and correction.
- Thorough knowledge of and ability to interpret and apply State, federal and local laws, and regulations affecting the activities of the Probation Department.